

There's a link to
the WIKI on
MDE's 21st
Century web
site.

projectdirectorresourceguide.pbworks.com

There's a link in
the introduction
to the Project
Director's
Resource Guide
on the flash
drive.

And
THIS is
a link!

Login OR Request Access

Log in to projectdirectorresourceguide.pbworks.com

This is the Wiki site that accompanies the Michigan 21st CCLC Resource Guide. Here you will find downloadable resources and an online community of other Project Directors to chat with and share the experience!

Email address



Password

☒ Remember me

Log in

[Forgot your password?](#)

Not a member?

Request access

To get in touch

[Contact the workspace](#)

[owner](#)

Recent news from
the PBworks blog...

[More blog posts](#)

Orientation

Pages & Files

Folders

Comments

[projectdirectorresourceguide](#)

[VIEW](#) [EDIT](#)

FrontPage

last edited by [Kri Burkander](#) 7 mos ago [Page history](#)

Welcome to the Wiki site for the Michigan 21st CCLC Project Director Resource Manual!

This is the Wiki accompaniment to the Resource Manual you have been provided by the Michigan Department of Education (MDE) at kickoff. This site has lots of resources that you can customize to support your program. The resources available here have been provided by Project Directors like you from around the state who have agreed to make them available for your use. Feel free to download whatever you want, and make the changes necessary to reflect your program.

Download - and upload!

Feel free to utilize any of the resources provided here. But please, if you have a resource that you've been using in your program that really makes life easier, please upload it, so that others can share!

Questions?

If you have a question and the answer isn't here- please leave your question in the comment area and we will do our best to find a suitable answer.

Conversation?

But don't feel like you only have to come here when you have a question or are in need of a resource - this can also be an online community of your peers, where you can bounce ideas off of each other, and share your experiences!

[Comments \(0\)](#)

Add a comment

Add comment

[Create a page](#)
[Upload files](#)

[FrontPage](#)
[Pages & Files](#)
[Help](#)

[Send a link](#)
[Put this page in a folder](#)
[Add Tags](#)

Navigator

- ★ Starred Pages
- High School
- Parent Communications
- Permission Slips
- Planning Documents
- Student Communication

[edit folders](#)

SideBar

Resources displayed or presented in this guide are not official products of or endorsed by the Michigan Department of Education, but are provided as a starting place in creating and establishing a high-quality Michigan 21st CCLC program.

Don't forget to upload the useful plans, documents,

Pages and Files

HOME

Projectdirectorresourceguide

gina@cypq.org
account sign out

Home

Pages & Files

New

Upload files

Used 1 MB of 2 GB

All Pages

All Files

Unfiled Items

FOLDERS

add

High School

1

Parent Communicati...

5

Permission Slips

2

Documents

2

St...

All Pages



Delete

Move

Send a link

Search



Name

Folder

Last changed

Revs



Administration

Edit - Rename

06/02/2009 3:12 pm

by Kri Burkander

3



Advisory Committees

Edit - Rename

06/02/2009 2:51 pm

by Kri Burkander

2



Budget

Edit - Rename

2



Children and Youth

Edit - Rename



Community Outreach

Edit - Rename



FrontPage

2

by Kri Burkander

06/02/2009 3:13 pm

by Kri Burkander

3

06/02/2009 11:13 am

by Kri Burkander


2

All of these are folders full of resources you can download. Click on them to see what they contain!

All of these are pages in the wiki. Click on them to see what they contain!

Sample Page


Anything underlined in blue is a link to a page or a document to download.

 **projectdirectorresourceguide**

VIEW


EDIT

☆ **Administration**

last edited by  Kri Burkander 7 mos ago

This is the page dedicated to the administrative issues you face in managing a 21st CCLC program.

We have provided some resources on this site as well as on your thumb drive, regarding licensing, reporting, [budgeting](#), [community outreach](#) and [vendor management](#). But if there are additional resources you'd like to share, or issues you've had to deal with that you would like some resources for, please let us know!

 Comments (0)


Add a comment


Add comment


Create a page

Upload files

FrontPage
Pages & Files
Help

 Send a link

 Put this page in a folder

 Add Tags

Navigator

★ Starred Pages

📁 High School

📁 Parent Communications

📁 Permission Slips

📁 Planning Documents

📁 Student Communication

edit folders

SideBar

Adding Comments

The screenshot shows a web application interface for a page titled "Administration". The page is part of a site called "projectdirectorresourceguide". The user is logged in as "gina@cypq.org". The page has a "VIEW" and "EDIT" tab. The main content area contains a paragraph about administrative issues and a link to "Add comment". A large yellow arrow points to the "Add comment" button, which is circled in red. The text inside the arrow says "Type directly in this box, and then click ADD COMMENT." The right sidebar contains a "Navigator" section with a list of folders: "Starred Pages", "High School", "Parent Communications", "Permission Slips", "Planning Documents", and "Student Communication".

projectdirectorresourceguide

VIEW EDIT

☆ Administration

last edited by Kri Burkander 7 mos ago

Page history

This is the page dedicated to the administrative issues you face in managing a 21st CCLC program.

We have provided some resources on this site as well as on your thumb drive, regarding licensing, reporting, [budgeting](#), [community outreach](#) and [vendor management](#). But if there are additional resources you'd like to share, or issues you've had to deal with that you would like some resources for, please let us know!

Comments (0)

Add a comment

Add comment

Create a page
Upload files

FrontPage
Pages & Files
Help

Search Pages

Send a link
Put this page in a folder
Add Tags

Navigator

- ★ Starred Pages
- High School
- Parent Communications
- Permission Slips
- Planning Documents
- Student Communication

edit folders

SideBar

Once you've added a comment...

 projectdirectorresourceguide

VIEW

EDIT

☆ Advisory Committees


last edited by  Kri Burkander 7 mos ago

 Page history

This is the page dedicated to the support of Advisory Committees. These can be committees made up of community members, parents, and/or youth. These committees really strengthen your program, but they take some work developing and maintaining.

We've provided some resources on your thumb drive, but if there are additional resources that you would like to see added, please let us know!

... it'll show up on the page with your name for everyone to see! This is a GREAT way to share ideas and start a discussion.

 Comments (1)



Gina said

at 3:26 pm on Jan 8, 2010

[Delete](#)

The Weikart Center offers an online course called Youth Voice and Governance that provides an overview of the research and theory behind giving youth a real say in what sort of programming they are participating in. Contact Amber Duddy amnber@cypq.org for more information.

Add a comment

Sample Folder

projectdirectorresourceguide

gina@cypq.org
account sign out

Home Pages & Files

New

Upload files

Used 1 MB of 2 GB

All Pages

All Files

Unfiled Items

FOLDERS add

High School 1

Parent Communicati... 5

Permission Slips 2

Planning Documents 2

Student Communicat... 4

Teacher Communicat... 3






Vendor Services 1

Parent Communications

Send a link

Delete Move Rename folder Delete folder

Search

<input type="checkbox"/>	Name	Last changed ▲	Revs
<input type="checkbox"/>	 Parent Pick-up Policy and Sign-off.doc 40 KB Rename	06/02/2009 10:56 am by Kri Burkander	1
<input type="checkbox"/>	 Late pick-up suspension letter.doc 38 KB Rename	06/02/2009 10:58 am	1
<input type="checkbox"/>	 waiting list note home.doc 28 KB Rename		1
<input type="checkbox"/>	 enrolled student list note home Lincoln MS.doc Rename	by Kri Burkander	1
<input type="checkbox"/>	 Adult Education Survey.doc 36 KB Rename	06/02/2009 2:30 pm by Kri Burkander	1

Click on any of these documents to download it, customize it, and use it!

Uploading Files – 2 entry points

From “Pages and Files”

projectdirectorresourceguide

The screenshot shows the 'Pages & Files' interface. At the top, there are tabs for 'Home' and 'Pages & Files'. Below the tabs, there is a 'New' button and an 'Upload files' button, which is circled in red. A yellow arrow points to the 'Upload files' button with the text 'Click here'. Below the buttons, there is a list of folders and files. The folders listed are 'All Pages', 'All Files', 'Unfiled Items', 'FOLDERS', 'High School', 'Parent Communicati...', 'Permission Slips', 'Planning Documents', 'Student Communicat...', 'Teacher Communicat...', and 'Vendor Services'. The files listed are 'Name', 'Parent Pick-up Policy and Sign-o', 'Late pick-up suspension letter.doc', 'waiting list note home.doc', 'enrolled student list note home L', and 'Adult Education Survey.doc'.

From the Home Page

The screenshot shows the Home Page interface. At the top right, there is a user profile for 'gina@cypq.org' with 'account' and 'sign out' links. Below the profile, there is a 'Click here' button and an 'Upload files' button, which is circled in red. A yellow arrow points to the 'Upload files' button with the text 'Click here'. Below the buttons, there is a search bar labeled 'Search Pages'. Below the search bar, there are links for 'Send a link', 'Put this page in a folder', and 'Add Tags'. Below these links, there is a 'Manual!' section with text about the site's resources. Below the 'Manual!' section, there is a 'Navigator' section with a list of folders: 'Starred Pages', 'High School', 'Parent Communications', 'Permission Slips', 'Planning Documents', and 'Student Communication'. Below the 'Navigator' section, there is a 'SideBar' section with text about the resources displayed in the guide.

Uploading Files

projectdirectorresourceguide

gina@cypq.org
account sign out

Home

Pages & Files

New

Upload files

All Pages

All Files

Unfiled Items

FOLDERS

add

High School

1

Parent Communicati... 5

Permission Slips 2

Planning Documents 2

Student Communicat... 4

Teacher Communicat... 3

Vendor Services 1

High School

Delete Move Re
☐ Name
☐ High School After
Rename

Select file(s) to upload by vs1.pbworks.com

Look in: High Schools

My Recent Documents
Desktop

High School After School what is it What might it be
Rethinking the High School Experience What's after school got to do with it

Select the file you want to upload and click OPEN.

My Computer
My Network

File name:

Files of type:

All Files (*.*)

Open

Cancel

The file will load...

projectdirectorresourceguide

gina@cypq.org
account sign out

Home Pages & Files

Used 1 MB of 2 GB

New Upload Files

All Pages

All Files

Unfiled Items

FOLDERS add

- High School 2
- Parent Communicati... 5
- Permission Slips 2
- Planning Documents 2
- Student Communicat... 4
- Teacher Communicat... 3
- Vendor Services 1

High School

Delete Move Rename folder Delete folder

Search

Send a link

Upload Files

Rethinking the High School Experience What's after school
Uploading...

Cancel Uploads

Name	Last changed ▲	Revs
	01/08/2010 9:31 am by Gina	1
do v	01/08/2010 12:46 pm by Gina	1

...and then appear in the folder you had open when you uploaded it!

projectdirectorresourceguide

gina@cypq.org
account sign out

Home

Pages & Files

Used 1 MB of 2 GB

New

Upload files

All Pages

All Files

Unfiled Items

FOLDERS

add

High School

2

Parent Communicati...

5

Permission Slips

2

Planning Documents

2

Student Communicat...

4

Teacher Communicat...

3

Vendor Services

1

High School

Send a link



Delete

Move

Rename folder

Delete folder

Search



Name

Last changed

Revs



Rethinking the High School Experience What's after school got to do v

01/08/2010 12:46 pm

2

Rename



High School After School what is it What might it be.pdf 63 KB

Rename

That's it!

Moving a file to another folder

- Click the box in front of the document you want to move.
- Click MOVE

The screenshot shows a web-based file management interface. At the top, there are tabs for 'Home' and 'Pages & Files', with 'Pages & Files' being the active tab. Below the tabs, there are buttons for 'New' (with a plus icon) and 'Upload files'. On the left side, there is a sidebar with sections for 'All Pages', 'All Files', 'Unfiled Items', and 'FOLDERS'. Under 'FOLDERS', the 'High School' folder is selected and highlighted in blue, with a '2' indicating two items inside. To the right of the sidebar, the 'High School' folder is expanded, showing a list of files. The first file, 'Rethinking the High School Experience What's aft', is selected with a checkbox. A yellow arrow points from the 'Move' button in the folder's action bar to the selected file's checkbox. The 'Move' button is one of four buttons in the action bar: 'Delete', 'Move', 'Rename folder', and 'Delete folder'.

Home Pages & Files

New Upload files

All Pages

All Files

Unfiled Items

FOLDERS add

High School 2

High School

Delete Move Rename folder Delete folder

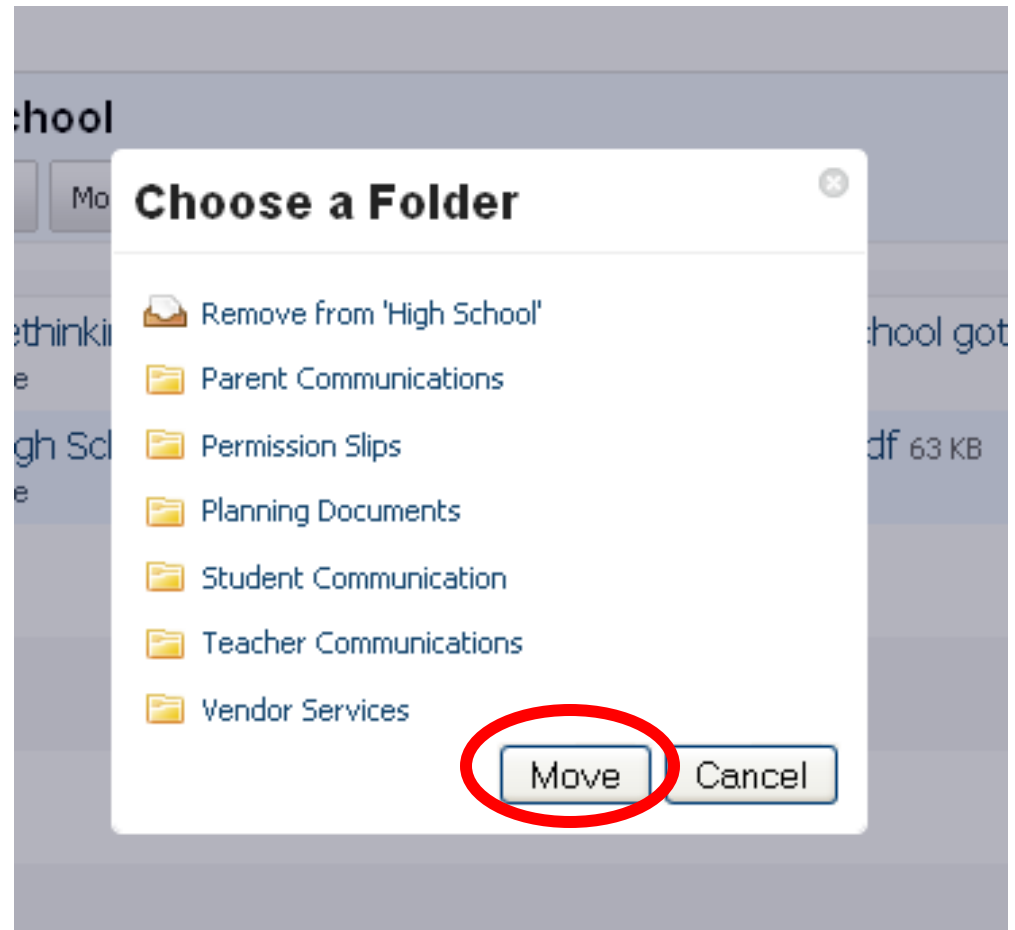
☐ Name

☐ Rethinking the High School Experience What's aft
Rename

☒ School After School what is it What might it
Rename

Moving a file to another folder

- Select the folder
- Click MOVE



...and it will appear in the folder you selected.

projectdirectorresourceguide

gina@cypq.org
account sign out

Home

Pages & Files

Used 1 MB of 2 GB

New

Upload files

All Pages

All Files

Unfiled Items

FOLDERS

add

High School

2

Parent Communicati...

5

Permission Slips

2

Planning Documents

2

Student Communicat...

4

Teacher Communicat...

3

Vendor Services

1

High School

Send a link



Delete

Move

Rename folder

Delete folder

Search



Name

Last changed

Revs



Rethinking the High School Experience What's after school got to do v

01/08/2010 12:46 pm

2

Rename



High School After School what is it What might it be.pdf 63 KB

Rename

That's it!

If you think you lost a file....

projectdirectorresourceguide

gina@cypq.org
account sign out

Home

Pages & Files

Used 1 MB of 2 GB

New

Upload files

Send a link

All Pages

All Files

Unfiled Items

FOLDERS

High School

Parent Communicati...

Permission Slips

Planning Documents

Student Communicat...

Teacher Communicat...

Vendor Services

High School

Delete

Move

Rename

Try the SEARCH feature.

Or check the "Unfiled Items"
department.

Search

Sorted by

Revs

ter school got to do v 01/08/2010 12:46 pm
by Gina

2

be.pdf 63 KB 01/08/2010 9:31 am
by Gina

1

If you have a question or need assistance...

- gina@cypq.org 734.961.6900 x218
– Gina McGovern – TACSS
- kri@cypq.org 734.652.5782
– Kri Burkander – TACSS
- StoelA@michigan.gov 517.241.4290
– Amanda Stoel – MDE